

Year 2004 Evaluations

Self-Evaluation:

My Name: _____

Three things I've done this year that I'm particularly proud of:

Three things I hope to do a better job on next year:

Three things management can do to help me do my job better:

Three issues concerning the overall health of ULS that I've been concerned about:

Self-Evaluations

Evaluating the Evaluators Evaluation by Staff

The start of the year is a fine time to review what we have accomplished and to set goals for the coming year. Once again as part of our annual evaluations we are asking that you fill out an evaluation of your own performance, and we are soliciting your input for an evaluation of your supervisors. The evaluation process is an important tool in helping us make sure we are doing all we can for our clients with the resources we have.

Every ULS employee needs to complete these forms and submit them by January 30, 2004

Fill out your own self-evaluation and please toot your own hom. Help us to be sure we have all the information we should consider. These will be passed on to your supervisors and discussed as part of your overall evaluation for the year.

Next fill out evaluations on your supervisors. The forms list “Managing Attorneys” and “Task Force Chairs”, but if your supervisor doesn’t fit into those categories, cross those labels out and use whichever form is most appropriate. If neither form seems appropriate, just write out your comments in whatever form you like and give us that. If you work on more than one task force, please make additional copies.

Rest assured that the responses you give are never directly passed through to the individuals you are evaluating. All the responses are put together and used to create feedback for your supervisors in a more generic way. If despite this you prefer to remain anonymous, you may submit your self-evaluation separate from the other sheets, and leave your name off those sheets.

If you have questions about this form, or additional comments or questions, please contact Eric.

Once you have completed the forms, please put them in an envelope and get it to Eric no later than the end of the day on January 30th.

If you have comments about anyone in SSU, please use these same forms, or separate pages and submit those too.

Thank you for your time and your comments.

Evaluation of my task force chair, _____ (chair's name)
(*1=Hasn't been too helpful on this, 2=Does a good job on this, 3=Especially helpful here*)

1. Oversight of Legal Work:

A. Case Acceptance: Assures that cases are within priorities and that clients are informed as to the status of their cases within a reasonable time. _____

B. Case Reviews: Routinely holds case reviews _____

Specifically: Estimated number of case reviews in the last year: _____

Number of those case reviews that covered cases A-Z: _____

Number of times physical cases files were reviewed: _____

C. Review of closed cases: Timely reviews and closes cases. _____

D. Accompanies TF members to hearings and provides feedback. _____

Number of times accompanied this year: _____

D. Keeps current on developments in the law and informs task force. _____

E. Availability to answer questions: _____

2. Task Force Goals:

A. Meetings: Publishes an agenda, keeps meetings focused and on topic. _____

B. Teamwork and communication: Enhances attitude, communicates decisions helps resolve inter-office disputes, acts as liaison to management. _____

C. Provides feedback on individual cases, and also promotes larger goals and priorities of the task force. _____

D. Oversees creation of "best practices" and assures they are followed. _____

The two best things this task force chair does is:

This task force chair could do a better job in these two areas:

I could do my job better if management would:

Evaluation of my managing attorney, _____ (manager's name)
(*1=Hasn't been too helpful on this, 2=Does a good job on this, 3=Especially helpful here*)

1. Oversight of Legal Work:

A. Case Acceptance: Assures that cases are within priorities and that clients are informed as to the status of their cases within a reasonable time. _____

B. Case Reviews: Routinely holds case reviews _____

Specifically: Estimated number of case reviews in the last year: _____

Number of those case reviews that covered cases A-Z: _____

Number of times physical cases files were reviewed: _____

C. Review of closed cases: Timely reviews and closes cases _____

D. Availability to answer questions: _____

2. Office Issues:

A. Staff Meetings: Holds meetings, has an agenda, keeps meetings focused and on topic. _____

B. Teamwork and communication: Enhances attitude, communicates decisions helps resolve inter-office disputes, acts as liaison to management. _____

C. Provides feedback on individual cases, and also promotes larger goals and priorities of the organization. _____

D. Deals with difficult clients, assures clients are greeted promptly and treated well. _____

The best two things this manager does is:

This manager could do a better job in these two areas:

I could do my job better if management would:
